

## **Work Plan on Life Planning Education and Career Guidance Service**

Name of school: **St. Paul's Convent School**

School Year: **2015 – 16**

<b>To foster students' self-understanding, personal planning, goal setting and reflective thinking</b>				
<b>Strategies</b>	<b>Target Group</b>	<b>Time Scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>
(1) Learning-to-Learn for F1 and F2 – 2 periods per cycle - To understand their own strengths & weaknesses - To develop students' self-management, communication and interpersonal skills	F1 – F2	Whole year	Students - have developed self-understanding	(1) student feedbacks (2) form teacher-student interview (3) worksheets / surveys
(2) PSHE: 8 sessions a year (~1½ hr / session) for each form - Nurses from Health Department will conduct talks on topics to foster students' self understanding and personal planning	F1 – F2	Whole year	- develop self-management and interpersonal skills	(1) student feedbacks (2) worksheets (3) teacher assessment
(3) Form Periods – Finding Your Colours of Life - To help students to explore about their choices of subjects which match with their interests, personality traits, academic aptitudes, their career dreams	F1 – F3	2 – 4 sessions whole year	Students - learn more about the study opportunities and occupational choices - become more willing to pay effort in actualizing their study or career aspirations - are able to make decision on their study plan, which in some way will influence their career opportunities	(1) student feedbacks (2) teacher feedbacks (3) form teacher-student interview
(4) NCS career-related services pilot scheme – collaborated with Caritas Youth and Community Services	F2 – F3	6 workshops 3 Career visits		(1) student feedbacks (2) teacher feedbacks
(5) Form 4 Careers Workshop - To learn about Holland codes and help students to explore study opportunities or occupation choices open to them	F4	Post- exam period (4 hrs)		(1) student feedbacks (2) students' presentation (3) teacher assessment
(6) Form Periods - To follow-up on the students' progress in study and their study choices	F5 – F6	2 sessions whole year		(1) student feedbacks (2) student worksheets (3) teacher feedbacks
(7) CV / Personal Statement Workshop - After series of self-exploration, students are now ready to make informed choices and prepare their CV / personal statement	F5 – F6	2 sessions whole year		(1) student feedbacks (2) student CV / personal statement (3) each feedbacks
(8) Psychologist counselling service - To support students with emotional problems / study difficulties - To provide support for careers and guidance teachers	F1 – F6	Whole year	Students with study / emotional problems show improvement	(1) interview with students (2) teacher assessment

To prepare students for successful entry into tertiary education				
Strategies	Target Group	Time Scale	Success Criteria	Methods of Evaluation
(1) Briefing sessions on JUPAS / NON-JUPAS / UCAS for university application	F6	Sept – Nov 2015	Students are able to use the different systems / routes to complete their university applications successfully	(1) student feedbacks (2) teacher –student interviews (3) teachers monitor the progress of students' on-line application
(2) JUPAS / Non-JUPAS sharing sessions – past students are invited back to school to share their experiences with the current students	F5 – F6	Oct – Nov 2015	Students - expose to multiple study pathways - learn more about the programs offered and their admission requirements - show better understanding of the education systems in various countries - are able to make informed choices of their future study plan - 70% of F6 graduates being admitted to universities (local / overseas)	(1) student feedbacks (2) teacher –student interviews (3) students' choices of programmes (4) evaluation form (for interview workshops / talks)
(3) Interview workshops	F6	Jan 2016 (DSE) June 2016 (GCE)		
(4) Visits to local universities' Information Day	F4 – F6	Sept – Nov, 2015		
(5) Visits to Education expo (local and overseas)	F3 – F6	Whole year		
(6) Invite admission officers from both local and overseas universities to give admission talks	F4 – F6	Whole year		
(7) Individual counseling services to F6 students (JUPAS & Non-JUPAS)	F6	Jul– Aug 2016	Admission rate to Oxbridge / Top UK universities increased	
(8) Oxbridge program – a structured program to prepare potential Oxbridge applicants for Oxbridge / Top UK universities application	F5	Jan – Aug 2016		

To provide students with programmes to foster their global vision				
Strategies	Target Group	Time Scale	Success Criteria	Methods of Evaluation
Overseas summer camps – collaborated with overseas institutions (1) Leadership Camp at Brescia College, Canada (2) PTH Immersion Program at Tsinghua University, Beijing (3) STEM / Humanities Summer Camp at St. Annes College, Oxford (4) Summer Camp at Stanford University, USA (5) French & Spanish Immersion Courses	F1 –F 6	Jul 2016	Students have wider global vision	(1) student feedbacks (2) teacher-student interviews (3) evaluation form

To disseminate information relating to career choices and further studies				
Strategies	Target Group	Time Scale	Success Criteria	Methods of Evaluation
(1) F2 and F4 Parents’ Day	F2 & F4	Mar – Apr 2016	Both parents / students understand the curriculum and are able to make informed choices of their subjects	(1) subject survey forms (2) student feedbacks (3) teacher-student interviews
(2) Update information on further studies / careers talks / summer programmes on Careers Team homepage	Whole school	Whole year	Students are able to obtain careers / academic related information readily which can help them to make informed choices / decisions	
(3) Encourage students to download those Apps (eg EApp) which can help them with university programme search	F5 – F6	Whole year		

To provide students with more exposure to Jobs Market				
Strategies	Target Group	Time Scale	Success Criteria	Methods of Evaluation
(1) Talks on different professions – collaborated with Alumni Association and PTA, school talks organized by EDB	F3 – F6	Whole year	Students - learn more about different careers and their paths - develop positive attitude towards work - are able to integrate their career/ academic aspirations in their goals planning	(1) student feedbacks (2) teacher-student interviews (3) evaluation form
(2) Job shadowing programmes in collaboration with Alumni / PTA / HKACMGM	F5 – F6	Jul – Aug 2016		Student and mentor evaluation forms
(3) Visits to local industry – joining visits organized by EDB	F4 – F6	Twice a year		(1) Interview with students (2) student feedbacks
(4) Provide Applied Learning Programmes to Senior Secondary students and BTEC courses to F3 – F6 students	F3 – F6	Whole year		(1) student continuous assessment report (2) teacher assessment

**Proposed Expenditure 2015-2016**

	<b>HK\$</b>
1 Salary for Careers Teacher (yearly)	619,920
2 Psychological Counselling Services	93,000
3 Interview Workshop for F6 students (provided by Arch Education)	50,000
4 Careers related activities	20,000
	<b>782,920</b>